



EXECUTIVE ASSISTANT

Department: City Attorney/Mayor **Classification/Grade:** Confidential/G21
Division: Administration **FLSA Status:** Non-Exempt
Reports to: City Attorney/Mayor **Date Approved:** _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

CITY ATTORNEY:

Under general supervision, provides administrative support for the City Attorney's Office; performs related duties as assigned. Assumes independent judgment with minimal direction by the City Attorney and must be able to handle confidential matters with a high level of judgment.

MAYOR & COUNCIL:

The Assistant to the Mayor assists in managing the Mayor's and City Council's schedule, correspondence and files, and is the "gatekeeper" for those requesting a meeting with, appearance by, or response from the Mayor and City Council. The incumbent in this position demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example, and must be able to handle confidential matters with a high level of judgment.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

CITY ATTORNEY

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Prepare legal documents and correspondence in draft and final form and utilize independent judgment to determine proper distribution; proofread legal documents and correspondence and make required corrections in spelling, grammar, and punctuation.
3. Respond to citizen inquiries and requests for information regarding department activities, programs, responsibilities and procedures.
4. Respond to and screen calls from the public, clients, litigants, and attorneys, seeking information on cases and legal issues involving the City Attorney's Office.
5. Assist with problem formulation, data collection, and analyses for special studies such as researching cases handled by the City Attorney's Office.
6. Ensure deadlines connected with civil cases filed by or against the City are met.
7. Investigate and review facts comprising cases.
8. Create, organize and update civil, criminal and departmental files and records.
9. Manage all department invoices, purchases and maintain data on same for department.
10. Maintain calendar and appointments, review the City Attorney's daily schedule and assist in managing the City Attorney's schedule, handle travel arrangements, and manage changes, as circumstances require.
11. Create City Attorney documents in Sire for Agenda and track and monitor City Attorney agenda items and attend meetings as needed; assist City Attorney to prepare for the City council meeting, including gathering and noting items of interest, agenda and back up materials; attend to issues that arise out of City Council meeting.

MAYOR & COUNCIL

1. Respond to walk-in, visitors, phone calls, emails and letters to the mayor, prioritizing and referring requests and inquiries to the appropriate department and staff.
2. Receive and respond to questions and complaints from the general public, research and evaluate issues, and facilitate conflict resolution.
3. Update the Mayor on any issues that need his/her attention.
4. Review materials submitted for attention of Mayor and City Council.
5. Responsible for the coordination of Community Grants Program.
6. Establish, organize and manage the Mayor and City Council correspondence and office files.
7. Establish and manage information systems for the retention of paper and electronic records.
8. Maintain calendar and appointments, review the Mayor's daily schedule and assist in managing the Mayor's schedule, handle travel arrangements, and manage changes, as circumstances require.
9. Assist in planning, coordinating and setting uptown hall meetings, general meetings, presentations City events and City Council Meetings.
10. Coordinate mailings, and facility reservations.
11. Attend meetings and events as a representative of the City and the Mayor.
12. Track and monitor City Council agenda items and attend meetings as needed; assist elected official to prepare for the City council meeting, including gathering and noting items of interest, agenda and back up materials; attend to issues that arise out of City Council meeting.
13. Work on constituent issues with City Departments.
14. Compose newspaper articles, web page content, newsletters, correspondence, and other types of documents.
15. Work cooperatively with City Manager, City Attorney, Department Heads and staff as well as other elected officials to foster a team environment.

OTHER JOB FUNCTIONS

- A. Be dependable and meet acceptable attendance requirements at all times.
- B. Follow all applicable safety rules and regulations.
- C. Coordinate with other municipal, state, and federal agencies.
- D. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- E. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Modern office practices, operations, administrative procedures and methods, telephone and reception techniques, and computer equipment, programs, applications and uses; Computer software used in a law office general municipal or governmental legal office practices and procedures.
- Rules for formatting, preparation, filing and service of legal documents.
- Organization skills, procedures and operating policies, principles, procedures and practices of municipal government administration.
- Basic public relations techniques.
- Methods of research and report preparation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Functions of the various City departments and their interactions.
- Correct English usage, spelling, grammar and punctuation, vocabulary, and business letter writing and basic report preparation techniques.
- Customer service needs and delivery.
- Interpret and apply City, administrative and department policies and procedures.

Ability to:

- Exercise judgment and discretion, and respond courteously and tactfully in a wide range of situations; Resolve disputes which are emotional, controversial, confrontational or adversarial.
- Perform a range of legal secretarial work involving independent judgment and requiring accuracy and speed in typing and transcription.
- Handle multiple tasks and shift priorities to meet deadlines as needed.
- Understand and carry out complex oral and written instructions.
- Work as an effective team member and also perform work independently and make routine decisions in the absence of supervision.
- Use initiative and independent judgment within established guidelines.
- Build and maintain a network of contact within the residential, government and business communities.
- Manage multiple priorities and strict deadlines.
- Build consensus and trust with elected officials, private industry, community groups, other agencies and City staff.
- Operate with technical proficiency modern office equipment; Computer programs such as Windows Google Apps, Microsoft Office, Adobe and software commonly used in a law office.
- Prepare and write a variety of e-mail, reports, memoranda, correspondence and analyses; Type neatly and accurately from rough drafts, reports, and dictating equipment;
- Read and understand legal documents; Develop and maintain accurate recordkeeping systems.
- Establish and maintain effective working relationships and customer service levels throughout the course of everyday business. Deal effectively with a wide variety of personalities and situations requiring diplomacy.
- Communicate clearly and concisely, both orally and in writing.
- Analyze situations carefully and adopt effective courses of action.
- Multi-task, prioritize projects and complete work within deadlines.
- Maintain a calm demeanor while communicating with individuals who are angry, emotional, confrontational or adversarial.
- Maintain confidentiality and handle sensitive material concerning the City

Special Requirements:

- Must be bondable to be a notary

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

<u>Education:</u>	High school diploma or GED. Associate's degree in business administration, public administration, or related field. Bachelor's degree preferred
<u>Experience:</u>	Two years of administrative experience assisting elected official or high-level executives.
<u>Training:</u>	Above average word processing and computer skills.
<u>License or Certificate:</u>	Must possess at the time of employment and continuously throughout employment a Class "C" driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; occasional stooping, twisting, bending, kneeling, and reaching; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Must be able to attend off-site/out of town training, handle stressful situations and have strength sufficient to lift and carry routine office supplies, must carry/lift/push or pull loads of up to 25lbs, endurance sufficient to maintain efficiency through entire shift.

Job Hazards/Risk Factors:

Employee may risk physical hazard from angry, unstable, violent and highly volatile .Risk of civil litigation due to performance of duties.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved;

2012